



Department of Finance
Purchasing Division

Two Centennial Plaza
805 Central Avenue, Suite 234
Cincinnati, Ohio 45202-1947

ADDENDUM

Reginald E. Zeno
Director of Finance

Patrick A. Duhaney
*Chief Procurement Officer
City Purchasing Agent*

DATE September 19, 2016

BUYER Patrick A. Duhaney

ADDENDUM NUMBER 2

ORIGINAL INVITATION DATE August 23, 2016

Your attention is called on a "Request for Proposals" mailed from this office under the below reference number and on which it is found necessary to post the following addendum.

This addendum should be considered in submitting your proposal and should be attached to the original "Request for Proposals" and made a part thereof.

<u>ITEM DESCRIPTION</u>	<u>REFERENCE NUMBER</u>	<u>PROPOSALS DUE</u>
City Hall Food Vendor	RFP483CITYHALLFOOD	October 7, 2016 at 4:00 p.m. ET

PROPOSAL DUE DATE

The due date for proposals has been extended from Friday, September 23, 2016 to **Friday, October 7, 2016 at 4:00 p.m. ET.**

PRE-PROPOSAL MEETING HELD

A pre-proposal meeting was held on Monday, September 12, 2016 at 11:00 a.m. in the Purchasing Division's conference room. The following people were in attendance:

City of Cincinnati:

Patrick A. Duhaney, Chief Procurement Officer, Department of Finance
Lyndsay Harvey, Purchasing Division, Department of Finance

Potential Offerors and Representatives:

Robert LaMothe, MBE Portfolio Manager, Cincinnati USA Regional Chamber
Tennel Bryant, Owner/Founder, Aunty's Homemade Food
M. Sadell Bradley, Catalyst Strategist, MORTAR
Steve Crisp, Branch Manager, AVI Food Systems Inc.
John Kuhns, Account Executive, AVI Food Systems Inc.

QUESTIONS AND ANSWERS

What is the current tenant paying in rent?

The current tenant utilizes the first floor space and operates vending machines in the basement. They pay approximately \$50 per month in rent.

What will the monthly rent be? When do you expect to increase the rent?

Rent and utility costs for the selected Offeror will be negotiable depending upon proposed use. The City does not intend to charge market-rate rent but a nominal amount commensurate with use.

Do you require a deposit? If so, how much?

A deposit and its amount are negotiable.

What are the current sales figures for the business operating in the space?

The City does not have the sales figures for the current tenant.

When does the current tenant's lease agreement expire?

The current tenant is on a month-to-month lease.

What will the terms of the lease be?

The terms provided in the RFP are an example. The actual terms of the lease agreement are negotiable. However, exceptions to the terms provided in the RFP should be noted in proposals.

Will the selected Offeror be able to secure preferred vendor status or catering agreements?

The City of Cincinnati cannot guarantee the selected Offeror business or status as a preferred vendor.

What equipment is available in the spaces?

Most of the current equipment is provided by and belongs to the State, and there is no guarantee that the equipment will remain after the current tenant leaves. There is a service counter and plumbing fixtures in the first floor space. The basement space contains a stand-alone counter and sink.

Will the City provide capital improvements to the spaces?

The City cannot guarantee any capital improvements to the spaces. However, the City is willing to consider improvements, dependent upon proposals received.

Will it be possible to communicate the menu, promotions, or other information to City employees?

The selected Offeror is invited to work with the City Manager's Office of Communications with respect to marketing and advertisements, including access to the City's intranet.

Is there an SBE goal?

There are no specific inclusion goals. However, SBE/MBE/WBE inclusion is an award criterion and is encouraged whenever possible.

What will the term of the lease be?

The term is intended to be for one year with automatic one year renewals, unless either party wishes to terminate.

Will space for storage be provided?

Storage space is open to discussion, depending on what the proposed needs of the Offeror are.

For option B (Basement Cafeteria), was this area originally a cafeteria?

No, this space was not originally a cafeteria.

Does one need to be operating a brick-and-mortar location in order to apply?

You may submit a proposal even if you do not currently or have not operated a brick-and-mortar location.